
EFFECTIVE

July 1, 2016.

Subject(s)

1. Policy manuals.
2. Forms publications.
3. Business cards.
4. Self-defense sprays.
5. Travel.

1) POLICY MANUALS**APO 100, Policy and Procedure Guidelines**

All MDHHS staff and Department of Education Office of Great Start for the Child Development and Care program (CDC) have access to read-only files for current and historical policy. Other state employees may request to have the policy manuals loaded onto their computer by calling the help desk at 517-241-9700.

To open the policy manuals application from the Start Menu, select [All Programs/Policy Manuals/Policy Manuals](#). Since the manuals are web-based they can also be opened from Favorites on the MDHHS intranet or a URL address. Job aids for using the manuals are located on the [Policy Tools and Resources Tab](#).

The advantage of using policy manuals from the intranet are:

- Historical policy is quick and easy to access by simply changing the effective date.
- There is a robust search engine that can search across multiple manual groups and/or items within the application (not the entire intranet).
- Changed policy is indicated in the text with a change bar in the right-hand margin.

Policy is written using a Microsoft Word template using styles to facilitate compliance with American Disability Assistance (ADA) requirements. Styles add structure for users who are using a screen reader, or who rely on the visual cue of section headings to navigate as they read.

Reason: Information about ADA requirements and instructions for requesting policy manuals were added to the policy.

2) FORMS PUBLICATIONS

APO101, Form Development and Use

Forms, Mail and Records Management continues to be responsible for form development. The Office of External Affairs and Communications is now responsible for publication development.

Reason: Change in responsibility.

3) BUSINESS CARDS

APO-103, Business Card Request Process

To obtain business cards, complete the DHS-104-BC, Business Card Requisition, available in the MDHHS Forms Library. The DHS-104-BC must be signed/approved by a county/office director (requests without proper approval will be rejected). Order quantities are limited to 200 cards per employee.

Exception: Children's Protective Services are limited to 500.

4) SELF-DEFENSE SPRAYS

APO-209, Use of Chemical Agents and Self Defense Tactics

Self Defense Sprays

Only authorized personnel may carry and utilize self-defense spray, such as pepper spray, while on duty. It is the authorized personnel's option to carry self-defense spray. Self-defense spray is a last resort defense mechanism and must be used in compliance with the Michigan State Policy Personal Safety Training Course and have been issued spray by MDHHS. Self-defense spray should be used no closer to the subject than six feet. Self-defense spray should be kept in a secure location in an office setting.

Reason: Policy clarification.

5) TRAVEL

APA-230, Travel and Employee Expense Reimbursement

The correct fax number for MDHHS Financial Operations Fax is: 517-335-6457.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[APO 103](#)

Changed Items ...

[APA 230](#)

[APO 100](#)

[APO 101](#)

[APO 209](#)